# Wide Area Workflow

# Receipts and Acceptance

## Working in the View Only Folders

# View Only Folders

➢ View Only Folders consist of either:
  ▪ Acceptor View Only, or
  ▪ Inspector View Only, or
  ▪ Issued By View Only.

➢ View Only Folders provide Supervisor's and Contract Specialist visibility of all WAWF-RA documents and their status.

➢ View Only access is for those user's not actually involved in the Government Acceptance of Supplies or Services.

# Access the WAWF-RA Website

Wide Area Work Flow Version 3.0.2 - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

Back   Forward   Stop   Refresh   Home   Search   Favorites   History   Mail   Print   Edit   Discuss

Address https://wawf.eb.mil                                          Go   Links

**Wide Area Workflow**

Wide Area Workflow

**Home**

**Customer Support**

DISA WESTHEM
Area Command Ogden
Customer Service Center
CONUS ONLY 1-866-618-5988
COMMERCIAL: 801-605-7095
DSN: 388-7095
FAX COMMERCIAL: 801-605-7
FAX DSN: 388-7453
**cscassig@ogden.disa.mil**

► **About WAWF - RA**

► **What's New**

**Security & Privacy**

**Warning and Disclaimers**

**Active DoDAACs and Roles**

**WAWF-RA 2.0D Archive**

**Wide Area WorkFlow** https://wawf.eb.mil

Version 3.0.2

System messages:
If you are still experiencing log on problems to the WAWF application, please assist us in analyzing these events as follows: We request you to stop exactly where you have encountered the problem and promptly report your problem to the Ogden Help Desk. Ogden will provide step by step instructions for data capture.

WAWF v3.0.2 is experiencing difficulties with users logging on with their Common Access Card (CAC) and PKI certificate. We're working to resolve the problem. In the interim, current CAC/PKI certificate users will be issued USERID/Password to access the application. If you previously used a CAC/PKI in WAWF and haven't received an email with your one-time password, please contact your Group Administrator (GAM) or the WAWF Ogden Customer Support Center. We apologize for any inconvenience this may cause and thank you for your patience.

**Logon** to WAWF-RA (Registered user only)
**Self Register** to use WAWF-RA (New users)*
**Help** with registration for access to WAWF-RA

*Note: Your computer must be set up to run WAWF-RA before you can self register. See "About WAWF-RA."

Internet

# Logon to WAWF-RA

# User ID and Password

# Open the Acceptor Menu

# Enter Search Criteria

# Submit Search

# Search Results are Displayed

# Description of Columns

criteria

Number of documents meeting search

Type of WAWF Document

Vendor CAGE Code (Sort able Field)

Contract Number (Sort able)

Delivery Order Number (If Applicable)

Shipment Number

Acceptance Date

Status

Recall Receiving Report

Void Receiving Report

Invoice Number

Date Invoice Received

Invoice Status (Determined by DFAs eccept for Services)

Invoice Recall Indicator (Vendor)

Invoice Void Indicator (Vendor)

Invoice/Receiving Report Amount

Payment Voucher Info

**Wide Area Work Flow Version 3.0.2 - Microsoft Internet Explorer**

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Address 🔲 https://wawf.eb.mil/                    ⊝Go   Links »

## Wide Area Workflow

### View Only Acceptor By DoDAAC Folder for DoDAAC 'M67004' (67 items, sorted by Contract Number)

| Item | Type | Cage Code | Contract Number | Delivery Order | Shipment No | Acceptance Date | Status | Recall RR | Void RR | Invoice Number | Invoice Received Date | Status | Recall Invoice | Void Invoice | Amount | Voucher |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 51 | Combo | 1J5Y7 | M6785498C2075 | | ALB0694 | 2003-10-31 | Processed | | | 2045 | 2003-10-27 | Processed | | | $638,568.00 | V |
| 52 | Combo | 1J5Y7 | M6785498C2075 | | ALB0695 | 2003-10-31 | Processed | | | 2046 | 2003-10-28 | Processed | | | $33,113.00 | V |

# Document Types

- The most common Document Types are:
  - Invoice – Vendor created. Does not include a Receiving Report.
  - Combo – Vendor created. Consists of a separate Invoice and Receiving Report. Invoice is routed to Paying Office, Receiving Report is routed to Accepting Activity.
  - Receiving Report – Vendor or Acceptor created. Does not include an Invoice.
  - Invoice 2 in 1 – Vendor created. Normally for Services. Invoice is routed to the Accepting Activity. Once accepted is routed to the Paying Office.

# Document Status

➤ Submitted – Pending Government Acceptance. Upon acceptance will change to Processed.

➤ Processed – Already accepted by the Government.

➤ Rejected – Rejected by the Government Acceptor.

➤ Void – Voided by the Initiator (creator).

# Access Contract Information



Wide Area Work Flow Version 3.0.2 - Microsoft Internet Explorer

File  Edit  View  Favorites  Tools  Help

Back | Search | Favorites | Media |

Address https://wawf.eb.mil/

## Wide Area Workflow

Submit

### View Only Acceptor By DoDAAC Folder for DoDAAC 'M67386' (7 items, sorted by Contract Number)

| Item | Type | Cage Code | Contract Number | Delivery Order | Shipment No | Acceptance Date | Status | Recall RR | Void RR | Invoice Number | Invoice Received Date | Status | Recall Invoice | Void Invoice | Amount | Voucher |
|------|------|-----------|-----------------|----------------|-------------|-----------------|--------|-----------|---------|----------------|----------------------|--------|----------------|--------------|--------|---------|
| 1 | Invoice 2in1 | 0RKC5 | M6738602C2007 | | KC20 | 2003-11-01 | Processed | | | KC20 | 2003-11-05 | Processed | | | $5,222.38 | V |
| 2 | Combo | 08EW1 | M6738603P3045 | | MCSA001Z | 2003-09-08 | Processed | | | 031705 | 2003-09-04 | Processed | | | $8,925.04 | V |
| 3 | Combo | 08EW1 | M6738603P3048 | | | | | | | 031723 | 2003-09-09 | Processed | | | $3,616.90 | V |
| 4 | Combo | 08EW1 | M6738603P3048 | | MCSA001Z | 2003-10-10 | Processed | | | 031721 | 2003-09-09 | Processed | | | $7,835.00 | V |
| 5 | Combo | 08EW1 | M6738603P3048 | | MCSA002Z | | Void | | | | | | | | $3,616.90 | V |
| 6 | Combo | 08EW1 | M6738603P3049 | | MOSS001Z | 2003-10-21 | Processed | | | 031723 | 2003-09-10 | Processed | | | $3,616.90 | V |
| 7 | Invoice 2in1 | 0NCG5 | M6738604P4001 | | 309903 | 2003-11-12 | Processed | | | 309903 | 2003-11-04 | Processed | | | $2,204.07 | V |

First     Next     Previous     Last

Return     Page Help

Clicking the **Contract Number** displays all WAWF documents

Done     Internet

# Review All Contract Documents

## All WAWF Documents open in a separate window.



Wide Area Work Flow Version 3.0.2 - Microsoft Internet Explorer

File  Edit  View  Favorites  Tools  Help

Address https://wawf.eb.mil/

**Wide Area Workflow**

Submit

*Click on Contract Number to retrieve the document.*

| Contract Number | Delivery Order | Issue Date | Issued By | Admin By | Payment Office | Cage Code | DUNS | ACO Mod | PCO Mod |
|---|---|---|---|---|---|---|---|---|---|
| M6738603P3048 | | 20030804 | M67386 | M67386 | M67443 | 08EW1 | 848460390 | | |
| M6738603P3048 | | 20030811 | M67386 | M67386 | M67443 | 08EW1 | 848460390 | | P00001 |

Combo - Shipment Number:  MCSA001Z   Invoice Number:  031721

Back

Contract thru NAPI

Shipment/Receiving Report

Contractor created Invoice

Internet

# Review the Contract

Clicking the **Contract Number** will access the NAFI copy of the contract. (NAFI will open in a new window)

**OR!**

# Access just the Receiving Report

If an alternate means of verifying the Receiving Report to the



Wide Area Work Flow Version 3.0.2 - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

Address https://wawf.eb.mil/

**Wide Area Workflow**

## View Only Acceptor By DoDAAC Folder for DoDAAC 'M67386' (7 items, sorted by Contract Number)

| Item | Type | Cage Code | Contract Number | Delivery Order | Shipment No | Acceptance Date | Status | Recall RR | Void RR | Invoice Number | Invoice Received Date | Status | Recall Invoice | Void Invoice | Amount | Voucher |
|------|------|-----------|-----------------|----------------|-------------|-----------------|--------|-----------|---------|----------------|----------------------|--------|----------------|--------------|--------|---------|
| 1 | Invoice 2in1 | 0RKC5 | M6738602C2007 | | KC20 | 2003-11-01 | Processed | | | KC20 | 2003-11-05 | Processed | | | $5,222.38 | V |
| 2 | Combo | 08EW1 | M6738603P3045 | | MCSA001Z | 2003-09-08 | Processed | | | 031705 | 2003-09-04 | Processed | | | $8,925.04 | V |
| 3 | Combo | 08EW1 | M6738603P3048 | | | | | | | 034723 | 2003-09-09 | Processed | | | $3,616.90 | V |
| 4 | Combo | 08EW1 | M6738603P3048 | | MCSA001Z | 2003-10-10 | Processed | | | 031721 | 2003-09-09 | Processed | | | $7,835.00 | V |
| 5 | Combo | 08EW1 | M6738603P3048 | | MCSA002Z | | Void | | | | | | | | $3,616.90 | V |
| 6 | Combo | 08EW1 | M6738603P3049 | | MOSS001Z | 2003-10-21 | Processed | | | 031723 | 2003-09-10 | Processed | | | $3,616.90 | V |
| 7 | Invoice 2in1 | 0NCG5 | M6738604P4001 | | 309903 | 2003-11-12 | Processed | | | 309903 | 2003-11-04 | Processed | | | $2,204.07 | V |

First          Next          Previous          Last

Return     Page Help

Click the **Shipment No**
Or **Invoice Number** to access
only the single document

Done

# Review the Receiving Report

# Review Attachments or Comments

# Access Attachments

# Review Line Item(s)

File   Edit   View   Favorites   Tools   Help

Back   Search   Favorites   Media

Address  https://wawf.eb.mil/

## Wide Area Workflow

UserID: mol

**Home**

**My Profile Mai**

**Add Additiona**

**Password Mai**

**[+]Acceptor**

**Acceptor View**

**[-]Group Admi**

  **Location (**

  **Group Loc**

  **User Infor**

  **Activation**

  **Reset Pas**

  **Reset Cer**

**Inspector View**

**Issue By View**

| Header | Line Item | Addresses | Misc. Info |

## RECEIVING REPORT

-CONTINUATION SHEET

Click the **Line Item** tab.

| Contract Number | Delivery Order | Shipment Number | Invoice Number |
|---|---|---|---|
| M6738603P3048 | | MCSA001Z | 031721 |

### Initiator Information

**Name:** Virgie  Dillard

**Title:** President

**Phone #:** 816-761-5152

**DSN:**

**Email:** vld@8asupplier.com

**Org Email:** vld@8asupplier.com

**Comments:**

**MarkFor Rep:**

**MarkFor Secondary:**

**Date of Action:** 2003/09/09 1325 MDT

**Action(s):** Submitted
Web, Combo

Attachments:

### Acceptor Information

Internet

# View the Accepted Quantity
## Repeat for each Line Item

# Return to the Header Tab



RECEIVING REPORT - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

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Address https://wawf.eb.mil/servlet/GovernmentRoleView

| Header | Line Item | Addresses | Misc. Info |

## RECEIVING REPORT

- CONTINUATION SHEET

\* = Required Fields

Click the **Header** tab.

| Contract Number | Delivery Order | Shipment Number | Invoice Number |
|---|---|---|---|
| M6738603P3048 | | MCSA001Z | 031721 |

| | | | | | Amount |
|---|---|---|---|---|---|
| **Item No** | **Stock #** | **Unit Price** | **Unit of Issue** | **Qty. Shipped** | |
| 0001 | SUPPLIESSERVICES | $59.66666 | EA | 120 | $7,160.00 |
| | **Stock Type** | **ACRN** | **GFE** | **Qty. Accepted** | |
| | MG | | N | 120 | |
| | **SDN** | | **Ship Advice Code** | | |
| | | | | | |
| | **Description** | | | | |
| | STACKING CHAIRS | | | | |

| **Item No** | **Stock #** | **Unit Price** | **Unit of Issue** | **Qty. Shipped** | |
|---|---|---|---|---|---|
| 0002 | SUPPLIESSERVICE | $45 | EA | 15 | $675.00 |
| | **Stock Type** | **ACRN** | **GFE** | **Qty. Accepted** | |
| | MG | | N | 15 | |
| | **SDN** | | **Ship Advice Code** | | |
| | **Description** | | | | |

Error on page.                                    Internet

# Return to the Header Tab

# Enter Date Receive and Acceptance Dates

# Viewing the Vendor's Invoice

# Review the Invoice Summary

# Click the Misc. Info tab

# Review Vendor's Comments and Attachments

# Review the Line Items

# Review the Line Items



INVOICE - Microsoft Internet Explorer

File  Edit  View  Favorites  Tools  Help

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Address  https://wawf.eb.mil/servlet/GovernmentRoleView

| Header | Line Item | Addresses | Misc. Info |

## INVOICE

- CONTINUATION SHEET

\* = Required Fields

| Contract Number | Delivery Order | Shipment Number | Invoice Number |
|---|---|---|---|
| M6738603P3048 | Delivery Order | MCSA001Z | 031721 |

| | | | | | Amount |
|---|---|---|---|---|---|
| **Item No** | **Stock #** | **Unit Price** | **Unit of Issue** | **Qty. Shipped** | |
| 0001 | SUPPLIESSERVICES | $59.66666 | EA | 120 | $7,160.00 |
| | **Stock Type** | **ACRN** | | | |
| | MG | | | | |
| | **SDN** | | | | |
| **Description** | | | | | |
| STACKING CHAIRS | | | | | |
| **Item No** | **Stock #** | **Unit Price** | **Unit of Issue** | **Qty. Shipped** | |
| 0002 | SUPPLIESSERVICE | $45 | EA | 15 | $675.00 |
| | **Stock Type** | **ACRN** | | | |
| | MG | | | | |
| | **SDN** | | | | |
| **Description** | | | | | |

Error on page.     Internet

# Accessing Payment Voucher Info

(Close the **Invoice** window)



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Address https://wawf.eb.mil/

## Wide Area Workflow

UserID: molson01

Home

My Profile Maintenance

Add Additional Role

Password Maintenance

[+]Acceptor

Acceptor View Only

[+]Group Administrator

Inspector View Only

Issue By View Only

FTP/EDI Guides & Other Su
Documents

Software Users Manual

Submit New Requirements

Display Units of Measure

*Click on Contract Number to retrieve the document.*

| Contract Number | Delivery Order | Issue Date | Issued By | Admin By | Payment Office | Cage Code | DUNS | ACO Mod | PCO Mod |
|---|---|---|---|---|---|---|---|---|---|
| M6738603P3048 | | 20030804 | M67386 | M67386 | M67443 | 08EW1 | 848460390 | | |
| M6738603P3048 | | 20030811 | M67386 | M67386 | M67443 | 08EW1 | 848460390 | | P00001 |

**Combo - Shipment Number:** MCSA001Z   **Invoice Number:** 031721

Back

Click the **Back**

Done                                            Internet

# Accessing Payment Voucher Info



Click the "**V**"

# View the Payment Voucher

- Payment Voucher will open in a separate window.
- Availability of voucher is dependent upon DFAS posting to EDA.
- Payment Voucher will be in PDF format.

# Log out of WAWF-RA



Click **Home** to log out of WAWF